

ARTICLE III
MEMBERSHIP OF THE COUNCIL

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34 Section 1. The Council shall consist of ex-officio non-voting members, ex-officio voting
35 members, at large elected members and appointed members. Ex-officio members shall serve on
36 the Council for the duration of their terms of office. Elected and appointed members shall serve
37 for a term not to exceed (3) three years. No elected or appointed member may serve more than
38 six years within a ten-year period.

39 Annually, two elected members and one appointed members shall retire allowing an
40 election of two members and one member being appointed. No one shall serve on the Council
41 who is not at least sixteen (16) years of age. Members shall attend all regular meetings. Any
42 elected or appointed member absent from three (3) meetings during any one year without having
43 notified the President, Secretary or by calling the parish office in advance of his or her absence
44 shall cease to be a Council member and a vacancy shall be declared.

45 Section 2.

46 2.1 The Pastor, the Associate Pastor, Deacon, and the lay trustees of the parish shall be ex-
47 officio non-voting members of the Parish Council.

48 2.2 The ex-officio voting members shall be:

- 49 1) A Member of the Rock Island Catholic School Board.
50 2) The Principal of the School.
51 3) The Coordinator of Religious Education.
52 4) The Chairperson of the Finance Council.
53 5) The Chairperson of the Social Activities Committee.
54 6) The Chairperson of the Social Concerns Committee.
55 7) The Chairperson of the Building and Grounds Committee.
56 8) The Chairperson of the Worship and Prayer Committee.
57 9) The Youth Activities Coordinator.
58 10) Stewardship Representative.

59 In the event that any of these positions has co-chairpersons or co-directors, only 1 person shall be
60 considered the voting member. There is only 1 vote for each of these positions.

61 2.3 There shall be (6) six elected voting and (3) appointed voting members, each with
62 staggered three-year terms which allow for the retirement of three members each year and the
63 election or appointment of their successors.

- 124 3.1 Keep a faithful and true record of all meetings of the Parish Council, both regular and
 125 special. Send the minutes for regular meetings to members at least
 126 one week prior to any meeting.
- 127 3.2 Maintain the official list of Council members, committees and boards serving the
 128 Council, the names of the officers of the Council and the presiding officers of Council
 129 committees and boards.
- 130 3.3 Keep a current record of the attendance of members at the Council meetings and be
 131 responsible for notifying unexcused absent members of the regulations (See Article
 132 III Section 1).
- 133 3.4 Be responsible for all Council correspondence as follows:
 134 A. Receive and file letters from the Pastor and/or President.
 135 B. Notify the Council at the next regularly meeting of the contents of all
 136 correspondence.

137 Section 4. The Parliamentarian shall:

- 138 4.1 Have charge of all physical arrangements which are required for the activities and
 139 conduct of the Council.
- 140 4.2 Maintain order at Council meetings.
- 141 4.3 Make certain that all officers have read and are familiar with these By-Laws and
 142 Constitution.
- 143 4.4 Be familiar with and have a copy of "Roberts Rules of Order Revised."
- 144 4.5 This office will be discharged by the Vice-President.

145 ARTICLE VI
 146 COUNCIL MEETINGS

147 Section 1. The Council shall meet a minimum of six times a year or as otherwise determined by
 148 the Council, except that such meetings shall not be more than six months apart. A regular
 149 meeting may be postponed or transferred to another date only as provided in Section 5 of this
 150 Article. Normally, meetings will not be scheduled in July, August, or December, but may be
 151 scheduled as per Section 5 of this Article.

152 Section 2. Order of the meeting shall be:

- 153 A. Call to Order and opening prayer.
 154 B. Roll Call
 155 C. Approval of the minutes of the last regular meeting and any special meeting.

- 156 D. Report of officers and presentation of persons requesting to appear before
 157 the Council.
 158 E. Report of Committees.
 159 1) Standing
 160 2) Special
 161 F. Unfinished Business.
 162 G. New Business.
 163 H. Pastor's Comments.
 164 I. Adjournment and Closing Prayer.

165 Section 3. The assembled members of any regular meeting may declare a quorum present if at
 166 least (5) five members are in attendance, two of whom must be elected members.

167 Section 4. A simple majority vote is required for each proposal before the Council, except as
 168 otherwise provided in the Constitution or in "Roberts Rules of Order Revised."

169 Section 5. Special meeting may be called by the President, or by any (3) three elected or
 170 appointed members of the Council. A regular meeting of the Council may be postponed or
 171 transferred to another date by the Executive Committee. In either case, notice must be given to
 172 each Council member at least (5) five days preceding the new or special meeting date. In the case
 173 of the meeting, the notice so given must state the nature of the business to be transacted at the
 174 special meeting and the business conducted at the meeting must be limited to that stated in the
 175 notice.

176 Section 6. No regular Council meeting shall exceed (2) two hours in length. A two-thirds vote of
 177 all present is required to extend a meeting beyond two hours.

178 Section 7. Requests of person or persons other than Parish Council members wishing to place an
 179 item on the agenda of the Parish Council must submit it to the President of the Parish Council at
 180 least (5) five days prior to the date of the meeting. Such persons or persons are subject to the
 181 following rules:

182 7.1 Presentations shall be limited to (15) fifteen minutes. Any presentation shall be made
 183 after the minutes of the last regular meeting or special meeting have been approved.
 184 (Article VI, Section 2.C) If a group is represented, only 1 (one) spokesperson will be
 185 allowed to speak.

186 7.2 Matters dealing with personnel will be discussed in Executive Session of the Parish
 187 Council.

- 188 7.3 Presentation shall be in consonance with good taste and decorum befitting the
 189 occasion and dignity of the assembly. Presentations must deal with the subject for
 190 which the request was made.
- 191 7.4 Decisions concerning issues presented shall be made at a subsequent meeting of the
 192 Parish Council unless all members are present and all members agree that a decision
 193 shall be made after approval of the Pastor.
- 194 7.5 A written response will be provided to the person or persons by the President of the
 195 Parish Council.

196 ARTICLE VII
 197 PERMANENT STANDING COMMITTEES
 198 AND BOARDS OF THE COUNCIL

199 Section 1. General

- 200 1.1 Unless otherwise specified in this Article, the chairperson and members of each
 201 Council committee and board shall be appointed from the general membership of the
 202 parish or their family members by the president of the Council in consultation with
 203 the Pastor and the lay trustees, and with the advice and consent of the Council.
- 204 1.2 The President may declare a vacant position, an inactive committee or board member.
 205 The President shall fill vacancies as provided in Article III, Section 4 or Article VII,
 206 Section 1. -- 1.1
- 207 1.3 The Pastor and the lay trustees of the parish shall be ex-officio members of each
 208 committee and board of the Council. They shall be extended the opportunity to be
 209 present at meetings of such committees or boards.
- 210 1.4 Within its proper sphere of influence, each committee and board shall act as a semi-
 211 autonomous body, functioning for and in the name of the Parish Council; provided
 212 that every action of each committee and board must be in conformity to this
 213 Constitution, Pastor, and the Parish Corporation and to the expressed will of the
 214 Parish Council and the parish trustees.
- 215 1.5 The chairperson, or representative, of each committee or board shall report to the
 216 Council at each general meeting of the Council, or as the Council may direct.

217 Section 2. The Executive Committee

- 218 2.1 This committee shall act between meetings of the Council on parish matters of
 219 apparent urgency with the guidance and assistance of the Pastor. The Committee shall
 220 consist of the officers of the Council and one elected member. The President of the
 221 Council shall serve as the chairperson.

222 2.2 The committee is subject to the call of the President, Pastor or (3) three committee
223 members.

224 2.3 Any action taken shall be reported at the next meeting of the Council.

225 Section 3. The Finance Council

226 3.1 This committee shall consist of at least two members; the two trustees, Pastor and
227 those appointed by the Pastor.

228 3.2 This committee shall monitor the normal expenditures and income of the parish and
229 serve as advisors to the Pastor and trustees in matters of parish finances. The
230 committee shall meet periodically with the pastor to discuss parish finances.

231 3.3 The committee shall assist the Pastor in the preparation of the annual parish budget,
232 covering all projected income and expenditures, including a separate capital
233 improvement budget, with a long range parish financial plan. The annual parish
234 budget shall be presented to the Pastoral Council at the beginning of the fiscal year.

235 3.4 The chairperson or delegate shall make a report in person to the Parish Council at
236 each of its meetings regarding the financial condition of the parish.

237 Section 4. The Committee on Christian Formation

238 4.1 This committee shall consist of the Pastor, Deacon, and Principal of Our Lady of
239 Grace Catholic Academy, and Director or Coordinator of Religious Education for St.
240 Anne Parish and All God's Children Religious Education Program.

241 4.2 The committee shall meet as needed to act as advisor for the religious formation of St.
242 Anne Parish members at all levels.

243 4.3 The committee shall also serve as a resource for Our Lady of Grace Catholic
244 Academy in matters of religious formation, especially in regard to the Sacraments of
245 Initiation.

246 4.4 The governance body of Our Lady of Grace Catholic Academy is the Rock Island
247 Vicariate Board of Limited Jurisdiction.

248 4.5 The Principal of Our Lady of Grace Catholic Academy will act as an "ex-officio"
249 member of the St. Anne Parish Council and as liaison between the school and parish.

250 Section 5. The Social/Special Activities Committee

251 This committee shall promote fellowship among the parishioners at social activities and conduct
 252 such fundraising projects as are approved by the Council. No chairperson shall serve for more
 253 than (6) years in a (10) ten-year period.

254 Section 6. The Building and Grounds Committee

255 6.1 This committee shall be responsible for planning, operation and development of the
 256 parish plant. It shall review plans of improvement and approve, subject to Diocesan
 257 Statutes, completed plans submitted by authorize planners. No chairperson shall serve
 258 more than (6) six years in a (10) ten-year period.

259 6.2 All decisions dealing with the actual expenditures of funds shall be referred to the
 260 Financial Council and to the Parish Council for approval.

261 Section 7. The Worship and Prayer Committee

262 7.1 The committee shall advise the Pastor on matters concerning the liturgical, spiritual
 263 and devotional life of the parish. No chairperson shall serve for more than (6) years in
 264 a (10) ten-year period.

265 7.2 This committee shall coordinate programs of lay participation in the liturgy, such as
 266 lectors, ushers, musicians, lay ministers and altar servers. It shall see that each
 267 program is provided with continuing leadership. After consultation with the Pastor, it
 268 shall institute such new programs as deemed necessary.

269 Section 8. The Social Concerns Committee

270 8.1 This committee shall aid the parish in serving the needs of our neighbors. The
 271 committee shall report to the Council the social concerns projects. Upon request it
 272 shall evaluate suggestions and requests for parish cooperation in social service
 273 projects especially for members of the parish, and shall advise the Council and the
 274 Pastor of their recommendations. No chairperson shall serve for more than (6) years
 275 in a (10) ten-year period.

276 8.2 It shall keep the parishioners informed via the parish bulletin and other appropriate
 277 means of communication of the possibilities of helping others in our area.

278 8.3 It shall seek out community needs by utilizing the human resources within the
 279 community.

280 Section 9. The Youth Activities Coordinator

281 9.1 The committee shall fulfill the needs of the junior high school and high school youths
 282 of the parish by serving the parish and others in our community.

283 9.2 The committee shall report to the parish Council of its activities.

284 9.3 It shall keep the youth of the parish informed of their activities by use of the parish
285 bulletin or other means of communication.

286 Section 10. The Stewardship Committee

287 10.1 The committee is targeted to encourage the growth of both existing and new parish
288 ministries, to help generate enthusiasm and parish involvement, and to keep our
289 fellow parishioners aware of the great things happening at St. Anne Parish.

290 10.2 It shall encourage all to embrace stewardship as a way of life and to grow in their
291 relationship with Jesus Christ.

292 10.3 The committee will endeavor to maintain our Catholic community so that our mission
293 continues to be successful for St. Anne Parish in the future.

294 ARTICLE VIII
295 AMENDMENTS

296 Section 1. As occasion and needs shall arise in the future, the amendments to the constitution
297 may be proposed by any member of the Council.

298 Section 2. A proposed amendment to be adopted as part of this constitution must be approved by
299 the following procedure:

300 2.1 Must be approved on first reading at a meeting of the Council.

301 2.2 Must be published not less than (21) twenty-one days prior to the date of its next
302 consideration by the Council.

303 2.3 Must be considered on the second reading at a meeting of the Council on the date
304 specified in the notice or an amendment thereof. At this reading, the text of the
305 amendment may or may not be modified as to either increase the scope of the
306 amendment or make substantial changes in it. The proposed amendment must receive
307 at least two-thirds majority vote of the members of the Council.

308 Section 3. After approval by the Council on the second reading, the proposed amendment shall
309 be submitted to the Pastor and Trustees of the Parish. The amendment shall take

310 effect as a part of the Constitution on receipt of written approval of the Pastor and
311 Trustees.

312 ARTICE IX
313 REVIEW AND EVALUATION OF THE CONSTITUTION

314 A review and evaluation of the St. Anne Pastoral Council Constitution shall be made upon
315 Pastoral change or every (5) five years from approval of date said Constitution.

316 ARTICLE LAST

317 These By-Laws and all actions pursuant thereto shall always be subject to and shall in no way
318 contravene the Affidavit of Incorporation and the By-Laws of the parish corporation, or by the
319 rules, regulations, statutes and canons of the Roman Catholic Church and the Diocese of Peoria,
320 and the Bishop of said Diocese. This article shall not be amended, changed, or altered without
321 prior written approval of the Bishop of Peoria or the Administrator of said Diocese.